

## **COLLECTION PROCEDURES DESCRIPTION**

Please construct a narrative that describes in detail your collection procedures for your school(s). If you have different collection procedures at each school, then indicate your procedures for each location separately. These written descriptions are intended to document your efforts to ensure that no children will be overtly identified because of their inability to pay full price for meal or milk benefits.

Maintain all written collection procedures on file for access during an administrative review.

Points that should be covered in your description include:

1. Sponsor name and number.
2. Whether you use a ticket, token, roster, computerized system or other. (Include the name of the computerized system if applicable.) You should also include how you keep your tickets, rosters, etc. up-to-date.
3. How you keep track of the number of reimbursable meals served each day.
4. Procedures you have in place to handle second meals served. Note: Only one meal can be claimed per child at breakfast and lunch.
5. The point where tickets, tokens, etc. are taken from the students. (Reminder: Reimbursable meals must be accounted for at the Point of Service – after the child has had the option of taking all of the food items offered.)